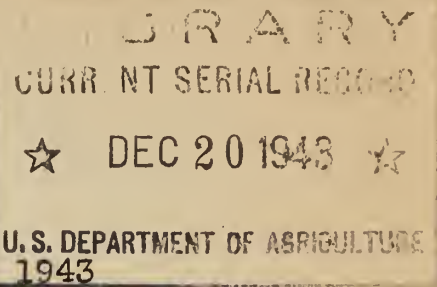


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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.



November 12

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. B-42

To: Washington Finance and Accounts Division
chiefs, Regional Fiscal Divisions

From: H. O. Hart, Chief, Accounting Management Section
Finance and Accounts Division

Subject: Identification of Fiscal Documents

It has come to the attention of this office that the department and bureau or office are sometimes being omitted or improperly stated by the Regional Fiscal Divisions in the heading or other spaces provided on various fiscal forms and reports.

Where the heading or other space provides for the indication of the department the "United States Department of Agriculture" shall be inserted.

Where the heading or other space provides for the indication of the bureau or office the "Food Distribution Administration" shall be inserted.

Where the transaction involves the General Commodities Purchase Programs the "Federal Surplus Commodities Corporation" shall be inserted in the space provided for bureau or office.

Handwritten signature: H. O. Hart

